

Support Note #120011

Symbol MC3000 Operating Instructions



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Introduction

The Symbol MC3000 is a portable hand held device or Portable Data Terminal (PDT), which enables the operator to capture data Entry and load that information into the Beacon Back Office software.

This Beacon PDT has the following modules:

Available:

1. Price lookup
2. Ordering
3. Receiving
4. Stock take
5. Write Off
6. Transfers

The steps required to communicate between the Beacon Back Office PC and the Beacon PDT are:

1. Install Microsoft ActiveSync – A once off task. See Support Note on Installing ActiveSync (Support Note #120010 – ‘Connecting the Symbol MC3000’)
2. Install an ODBC link to the Beacon database – A once off task. See support note on creating an ODBC connection
3. Create a connection to the Beacon PDT – A once off task.

From that point on each time the Beacon PDT is placed in its cradle, the computer and the Beacon PDT will Synchronise the communications between them automatically.

Important Notes & Tips

- All goods inwards from Supplier Tax Invoices and Purchase Orders should be entered prior to the stocktake being done.
- Check Inbox Processor and Megalink are both running and all transactions are processed. It is NOT necessary to have reconciled all shifts.
- If an item is found that has no average cost or last cost or supplier list price, the User can enter a cost price during the finalization of the stock take in Beacon.
- Only Synchronise the Beacon PDT if there is no more data to be scanned. WARNING: RE-Synchronising the Beacon PDT will wipe off all other data and is NOT reversible.
- Keep the stock takes manageable
- Start the stocktake from a convenient location and work from that point, rather than looking for specific stock to count.
- Review the stock not counted report to see what items are missing from the stock take.

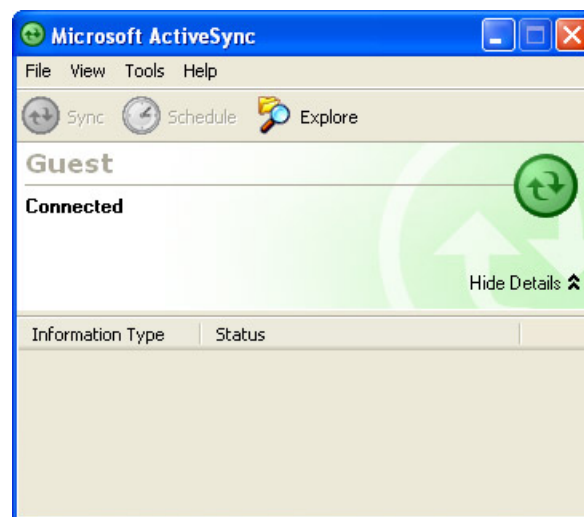
Synchronising the Beacon PDT

The Beacon PDT contains the following hardware items:

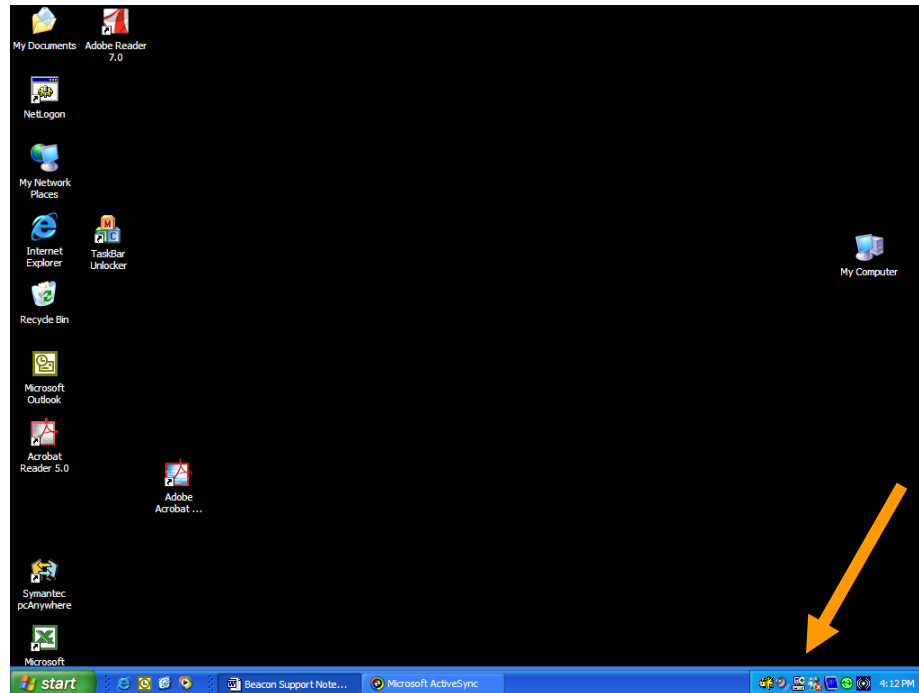
- Symbol MC3000
- Symbol MC3000 Stylus Pen (attached to unit via elastic strap)



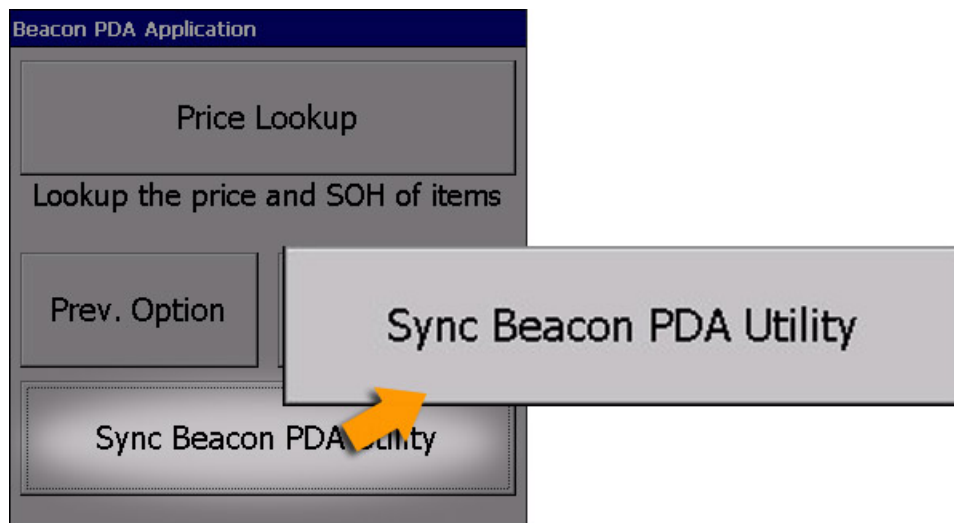
Place the Beacon PDT in the cradle. On the Beacon Back Office, the ActiveSync connection will appear. The green light indicates the Synchronisation process is complete.



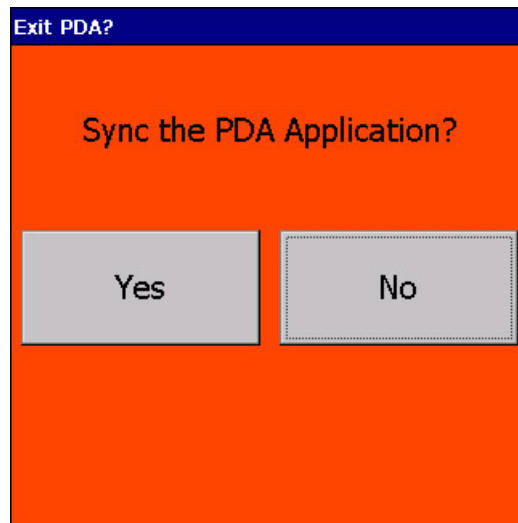
The window can be minimized to the system tray.



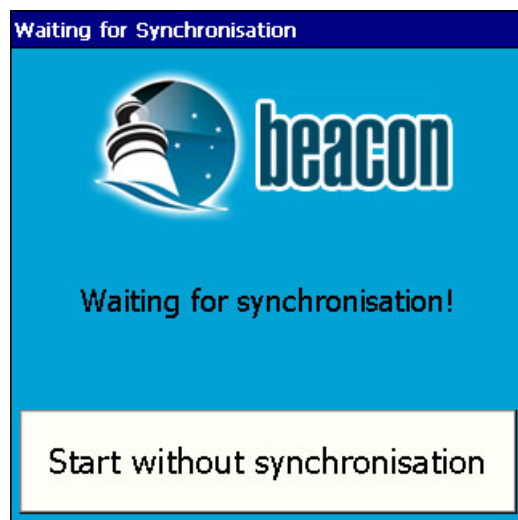
On the Beacon PDT, press the *Sync Beacon PDA Utility* button. This function will allow any work entered into the Beacon PDT to be Synchronised to the Beacon Back Office.



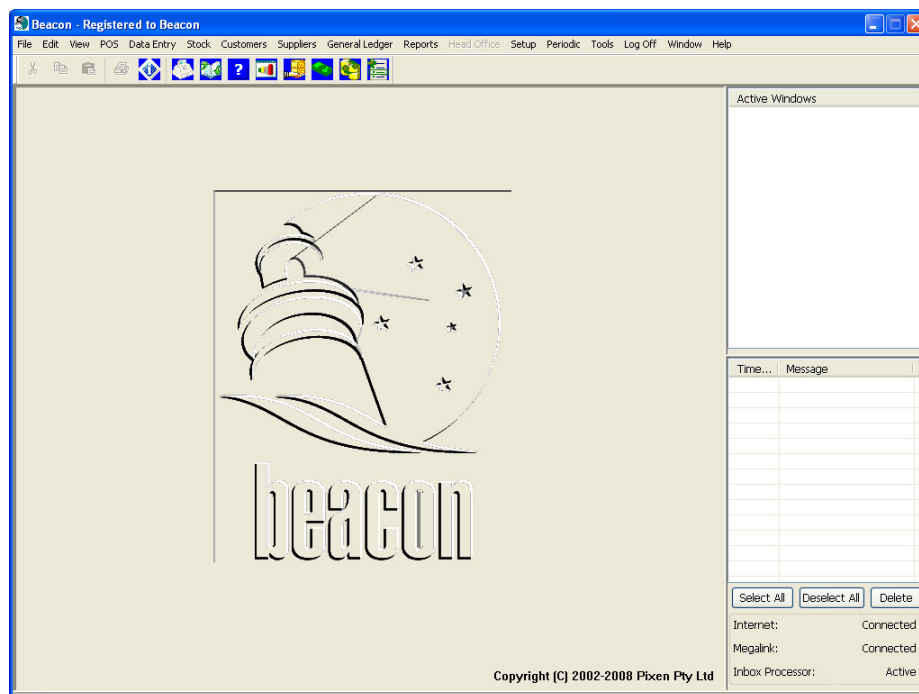
The Beacon PDT will then ask to confirm Synchronising the PDT. If the User is ready to Synchronise the information, press *Yes*. If the User wishes to continue entering in work, press *No*.



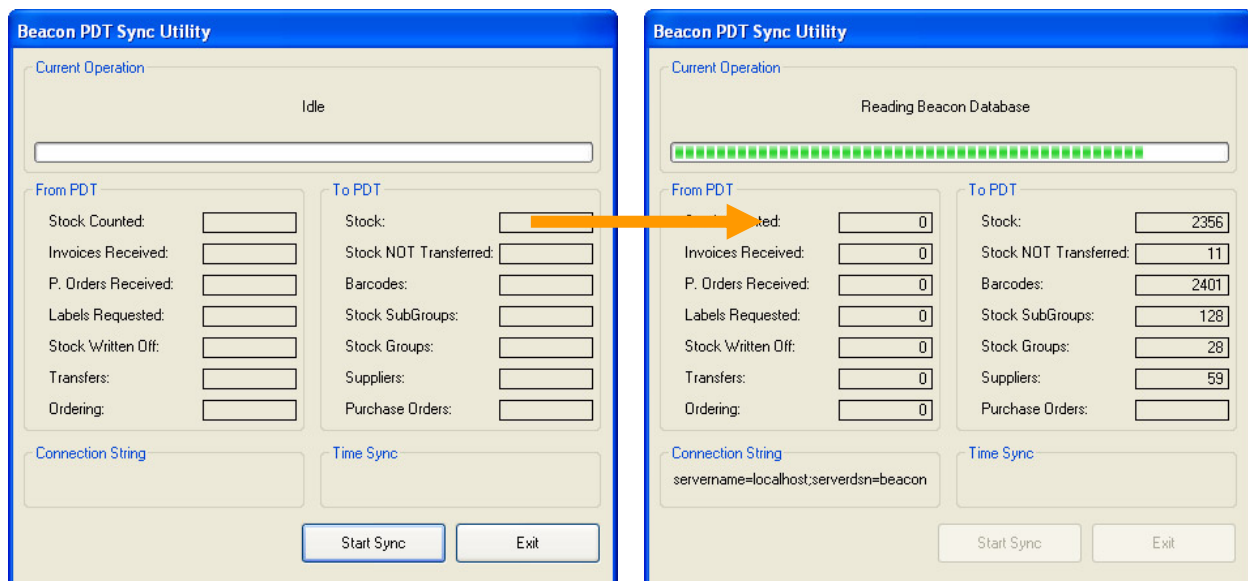
Ensure the Beacon PDT is securely seated in the cradle. Also, ensure that the Beacon PDT is displaying a similar message.



The User must then synchronise the data between the Beacon Back Office and the PDT. To do this in Beacon Back Office, go to: *Tools > Symbol MC3000 > Synchronise*

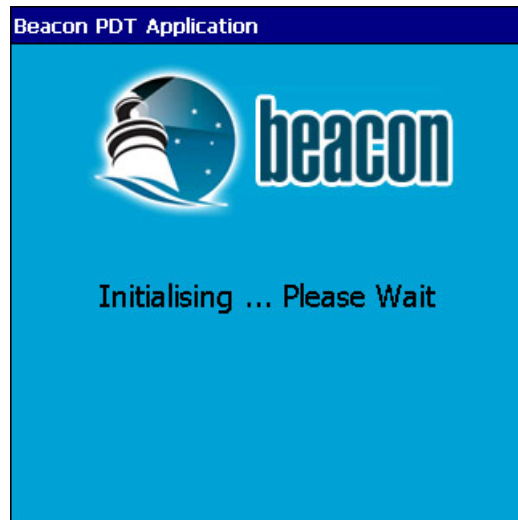


Click on the **Start Sync** button. Information will then be synchronised between the Beacon Back Office database and the Beacon PDT.

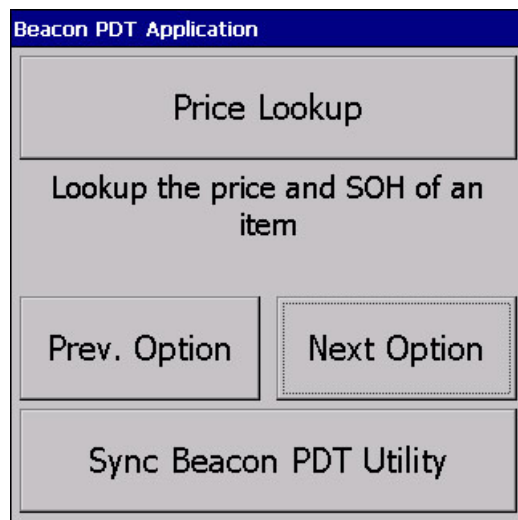


Afterwards, once the Exit button is highlighted, the transfer is complete – click it to exit.

On the Beacon PDT, the message 'Initialising, Please wait' must finish before a User can begin using the device.



Once that message has finished, the following screen will appear.



The Beacon PDT now has the latest information about Stock, outstanding Purchase Orders, Transfers in progress, and Suppliers details, and much more.

The Beacon PDT is now ready for use. Use the Next Option or Prev. Option to move between menus.

Option 1. Price Lookup

To use the Price Lookup module, press the *Price Lookup* button in the Main Menu.



Once the User has pushed the *Price Lookup* button, they are then able to search for a Stock item using the following three methods.

Scanning an item by barcode

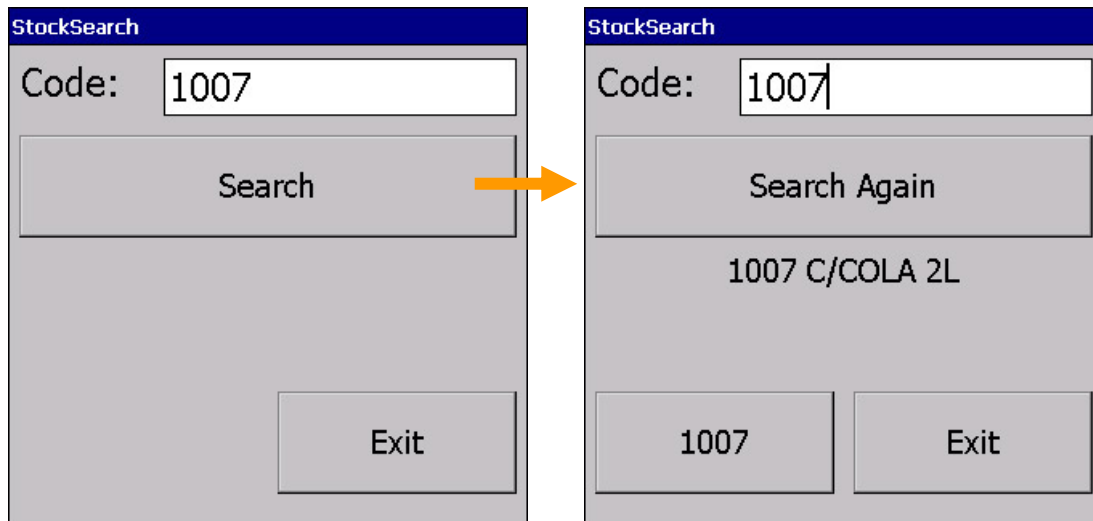
Align the scanning head to a suitable position (scanning head is moveable up to 180 degrees).

To activate the scan, press the yellow button in the center of the PDT keyboard, or one of the coloured buttons on either side of the Beacon PDT.

Finding an item by PLU

If the barcode cannot be used on the Beacon PDT, the user can enter the PLU number and search for the item.

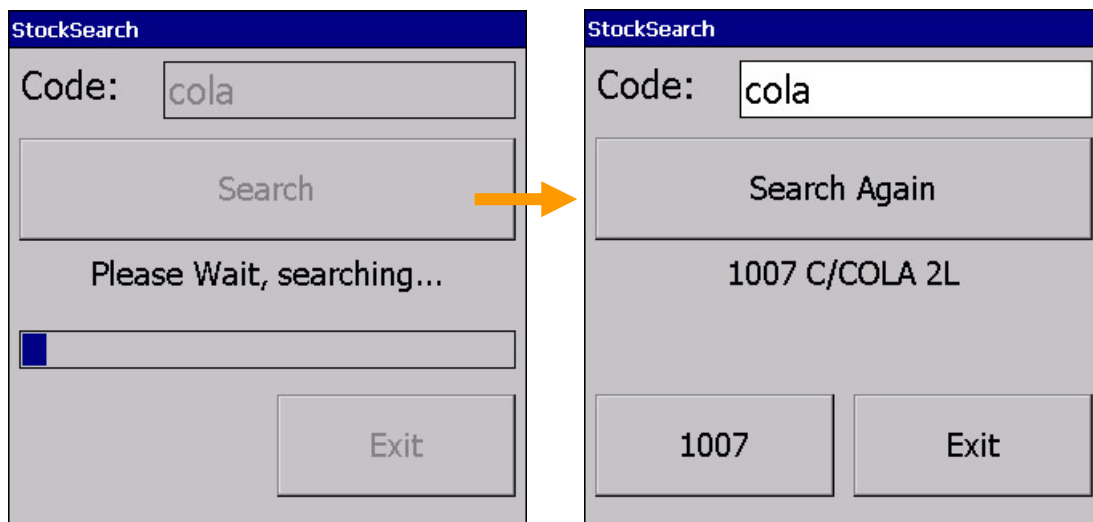
To find an item by its PLU, type in the PLU number and press the Search button.



If the desired item is displayed, press the button displaying the PLU or *Search Again* if needed.

Finding an item by description

If the barcode or PLU cannot be found on the Beacon PDT, the User can enter a description or any part of the description and search for the item.



If the desired item is displayed, press the button displaying the PLU or *Search Again* if needed.

Should a barcode shelf label be required, simply press the *Request Label* button and a label will be requested and available from Beacon Back Office, under Label Printing Queue, when the user next Synchronise to the computer.



The screenshot shows a software window titled "StockEnquiry". Inside the window, the text "C/COLA 2L" is displayed. Below this, the following information is shown: "Stock on Hand: 225" and "Selling Price: \$5.29". At the bottom of the window, there are three buttons: "Request Label" (which is highlighted with a dashed border), "Scan Another", and "Exit".

Pressing the *Exit* button will complete the Price Lookup.

* * *

After synchronising the PDT (see [Synchronising the Beacon PDT](#)), any requested Labels can be found via *Stock > Label Printing Queue*.

For more information on Beacon's Label Printing Queue, please see *Support Note #30010 - Stock Label Printing Queue*

Option 2. Ordering

To use the Purchase Ordering module, press the *Ordering* button in the Main Menu.



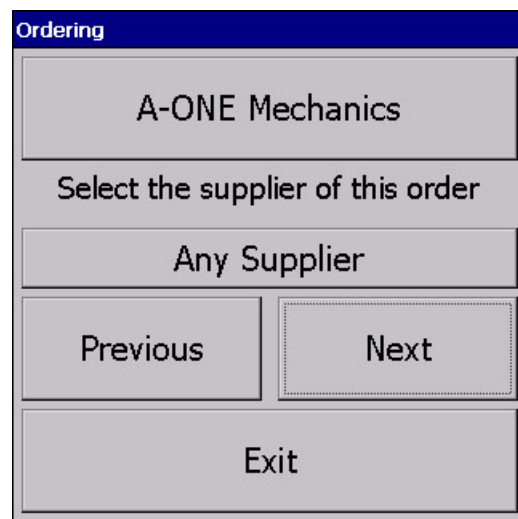
Once the *Ordering* button is pushed, the User will then be asked to select the Supplier that the stock is being ordered from.

Purchase Order for a single Supplier:

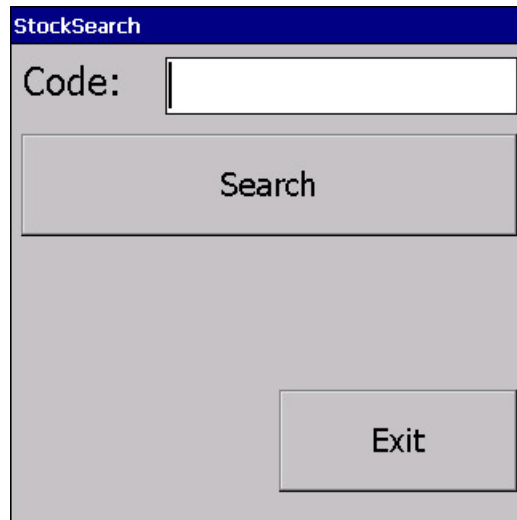
Use the *Next* or *Previous* button to navigate forward or backward, respectively, through the list. Also, by activating the **Alpha** button on the PDT, the user can search by typing in the name of the supplier.

Purchase Orders for multiple Suppliers:

Select *Any Supplier* to allow a selection from any supplier in the Beacon system.



To commence Ordering into the Beacon PDT; scan a Stock item, enter the PLU number, or search by description.



The **StockSearch** dialog box features a dark blue title bar. Below it, the label "Code:" is positioned to the left of a white text input field. A large, light gray button labeled "Search" is centered below the input field. At the bottom right of the dialog, there is a smaller light gray button labeled "Exit".

When the Stock item is entered into the Beacon PDT, enter the amount in units or cartons, and press *Save* to save the count of that Stock item. Press *Cancel* to cancel the current scan.



The **Enter Units to Order** dialog box has a dark blue title bar. The main area is light gray and displays the item name "COVER-TOW Ball Chrome" in bold. Below this, it shows "Stock on Hand: 0" and "Units in Carton: 0". Further down, there are two input fields: "Cartons:" followed by an empty white box, and "Units:" followed by a white box containing the number "5". At the bottom, there are two light gray buttons: "Cancel" on the left and "Save" on the right.

Exiting Ordering takes the User to a summary window of all the received Stock items.
From there, pressing the *Resume* button will take the User back to receiving the items.
Otherwise, pressing the *Exit Ordering* button will complete the Receiving.

Ordering Summary	
<u>Stock Item</u>	<u>Qty</u>
COVER-TOW Ball Chrome	5
Previous	Next
Resume	Exit Ordering

* * *

After synchronising the PDT (see [Synchronising the Beacon PDT](#)), the PDT Purchase Orders can be found via *Data Entry > Ordering*.

This will display the Purchase Orders, with the PDT's Purchase Orders appearing with a double-asterisk after the Order number, for e.g. 000123**. The User should review, and change any values necessary.

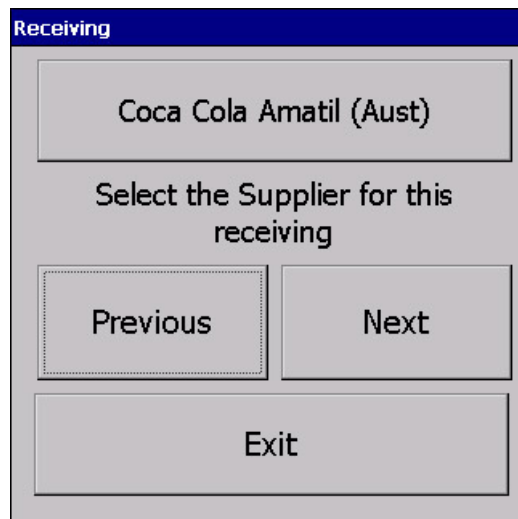
Option 3. Receiving

To use the Stock Receiving module, press the *Receiving* button in the Main Menu.



The screenshot shows the 'Beacon PDT Application' main menu. It features a title bar at the top. Below it, a large button labeled 'Receiving' is centered. Underneath this button, the text 'Process goods inwards as they are received' is displayed. At the bottom of the menu, there are three buttons: 'Prev. Option' on the left, 'Next Option' on the right, and 'Sync Beacon PDT Utility' centered below them.

Once the *Receiving* button is pushed, the User will then be asked to select the Supplier that the stock has been received from.



The screenshot shows the 'Receiving' screen for selecting a supplier. It has a title bar. Below the title bar, a button labeled 'Coca Cola Amatil (Aust)' is centered. Underneath this button, the text 'Select the Supplier for this receiving' is displayed. At the bottom, there are three buttons: 'Previous' on the left, 'Next' on the right, and 'Exit' centered below them.

The next screen will ask for the details, which can be found on the Invoice received with the stock. This includes:

- **Ref:** - The Invoice number.
- **Date:** - The Invoice date.
- **Ord. No:** - The Order Number, found under Data Entry > Ordering.
(OPTIONAL)

Enter Document Ref. & Order Num.

Ref: 680011

Date: Sat, 01/01/00

Ord. No:
* (Optional)

OK Exit

Press *OK* to continue to the next screen.

The next screen will then ask for:

- **Amt (\$):** This is the total amount of Dollars paid (inc. GST) for the stock.
(OPTIONAL)
- **GST (\$):** This is the GST amount, found on the Invoice. (OPTIONAL)

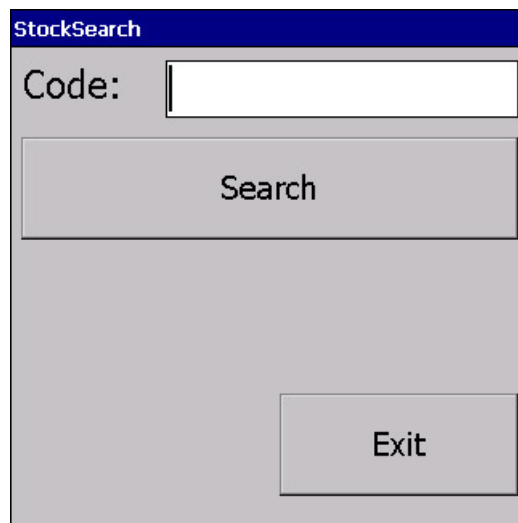
Enter Amount & GST

Amt (\$): 100
* (Optional)

GST (\$): 9.09
* (Optional)

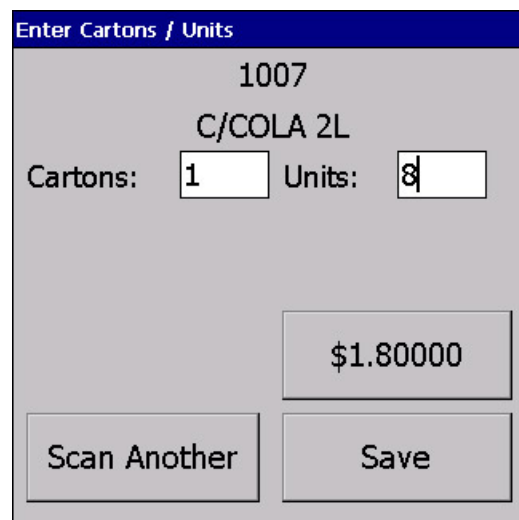
OK Exit

To commence Receiving the stock into the Beacon PDT; scan a Stock item, enter the PLU number, or search by description.



A screenshot of a software dialog box titled "StockSearch". It features a label "Code:" followed by a text input field. Below the input field is a large rectangular button labeled "Search". At the bottom right of the dialog is a button labeled "Exit".

When the Stock item is entered into the Beacon PDT, enter the amount in units or cartons, and press *Save* to save the count of that Stock item. Press *Cancel* to cancel the current scan.



A screenshot of a software dialog box titled "Enter Cartons / Units". It displays the stock code "1007" and the description "C/COLA 2L". Below this, there are two input fields: "Cartons:" with the value "1" and "Units:" with the value "8". To the right of these fields is a button showing the price "\$1.80000". At the bottom are two buttons: "Scan Another" and "Save".

Exiting Receiving takes the User to a summary window of all the received Stock items. From there, pressing the *Resume* button will take the User back to receiving the items. Otherwise, pressing the *Exit Receiving* button will complete the Receiving.

Invoice Summary	
COKE/ Ref: 5/	
Qty	Stock Item
8	1007 C/COLA 2L
Previous Next	
Resume Exit Receiving	

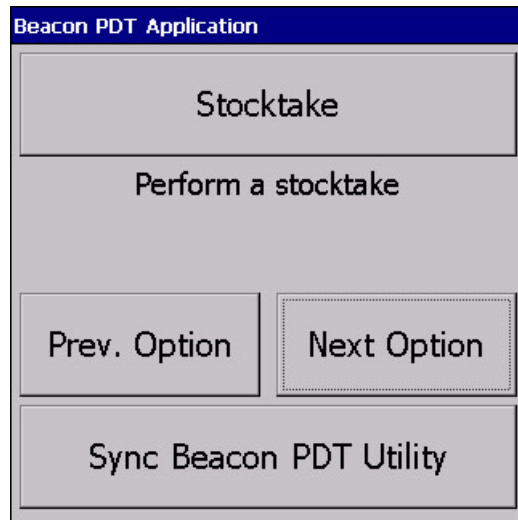
* * *

After synchronising the PDT (see [Synchronising the Beacon PDT](#)), the PDT Purchase Orders can be found via *Data Entry > Supplier Tax Invoices / Credits*.

This will display the Invoices, with the PDT's Invoices appearing with a double-asterisk before the Invoice number, for e.g. **123A. The User should review, and change any values necessary.

Option 4. Stocktake

To use the Stocktaking module, press the *Stocktake* button in the Main Menu.



A stock take can be performed for

- A Supplier
- A Stock Group or range of Stock Groups
- A Stock SubGroup or range of SubGroups



StockTake	
Stock Group	
Perform a stocktake for a range of stock groups	
Previous	Next
Exit	

StockTake	
Stock SubGroup	
Perform a stocktake for a range of stock subgroups	
Previous	Next
Exit	

Select the option that is best suited. Each option will require the User to select either a

- *Supplier*
- *Stock Group* or
- *Stock SubGroup*.

If *Supplier* is selected, the User must then select a Supplier that they are receiving the items from.

StockTake	
Coca Cola Amatil (Aust)	
Select the Supplier for this stocktake	
Previous	Next
Exit	

OR

If *Stock Group* is selected, then the User must then select a 'from' Stock Group to begin with, as well as a 'to' Stock Group to define the search parameters. This allows the User to choose which Group/s are required in the search.

The screenshot shows a screen titled 'StockTake' with a blue header. Below the header is a grey box containing the text '21 Cold Drinks'. Underneath this is another grey box with the text 'Select the "from" Stock Group for this stocktake'. Below this text are two buttons: 'Previous' and 'Next'. The 'Previous' button is highlighted with a dashed border. At the bottom of the screen is a wide grey box with the text 'Exit'.

The screenshot shows a screen titled 'StockTake' with a blue header. Below the header is a grey box containing the text '22 Milk'. Underneath this is another grey box with the text 'Select the "from" Stock Group for this stocktake'. Below this text are two buttons: 'Previous' and 'Next'. The 'Previous' button is highlighted with a dashed border. At the bottom of the screen is a wide grey box with the text 'Exit'.

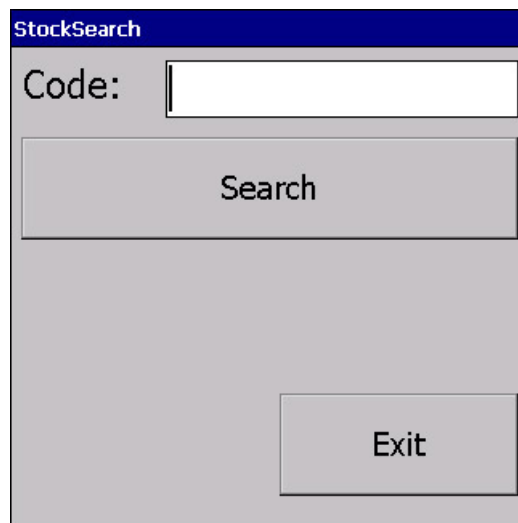
OR

If *Stock SubGroup* is selected, then the User must then select a 'from' Stock SubGroup to begin with, as well as a 'to' Stock SubGroup to define the search parameters. This allows the User to choose which SubGroup/s are required in the search.

The screenshot shows a screen titled 'StockTake' with a blue header. Below the header is a grey box containing the text '2101 Cola Cans/600ml'. Underneath this is another grey box with the text 'Select the "from" Stock SubGroup for this stocktake'. Below this text are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a dashed border. At the bottom of the screen is a wide grey box with the text 'Exit'.

The screenshot shows a screen titled 'StockTake' with a blue header. Below the header is a grey box containing the text '2110 Cola 1.25lt/2lt'. Underneath this is another grey box with the text 'Select the "from" Stock SubGroup for this stocktake'. Below this text are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a dashed border. At the bottom of the screen is a wide grey box with the text 'Exit'.

To commence Stocktaking into the Beacon PDT; scan a Stock item, enter the PLU number, or search by description.



The StockSearch screen features a dark blue header with the title "StockSearch". Below the header, there is a label "Code:" followed by a white text input field. Underneath the input field is a large, light gray rectangular button labeled "Search". At the bottom right of the screen is another light gray rectangular button labeled "Exit".

When the Stock item has been scanned, enter the quantity counted in cartons or units and press *Save* to save the count of that Stock item.



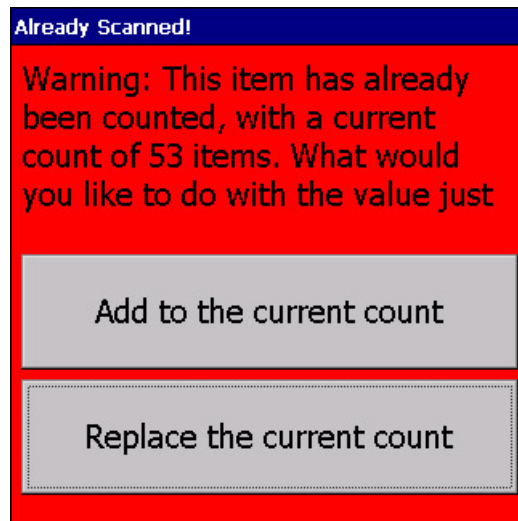
The StocktakeScan screen has a dark blue header with the title "StocktakeScan". Below the header, the text "C/COLA 2L" is displayed. Underneath, there are two input fields: "Cartons:" followed by an empty white box, and "Units:" followed by a white box containing the number "53". Below these fields is the label "Previous:". At the bottom, there are four light gray rectangular buttons arranged in a 2x2 grid: "Exit" (top left), "Request Label" (top right), "Scan Another" (bottom left), and "Save" (bottom right).

If the Stock item is entered into a Stocktake on more than one occasion, a message will appear saying that the item has already been included in this Stocktake.

However, there are two choices:

- **Add to the current count** This adds to the overall Stock count.
- OR
- **Replace the current count** This replaces the overall Stock count with a new Overall Count.

(This allows the User to correct a previously entered count)



When the User has completed the Stocktake, Press the *Exit* button. Please wait while the Beacon PDT completes the Stock take.



A summary of the Stocktake will be displayed for review. To view what has been entered, the User can press the *Previous* and *Next* buttons, respectively. Pressing the *Exit Stocktake* button will exit to the main menu.

StockTakeSummary

Items Counted: 1/66

Stock Item	Count
109 P/ADE L/LIM 1L	No
1007 C/COLA 2L	10
1113 C/COLA 1.25L	No

Previous

Next

Exit Stocktake

* * *

After synchronising the PDT (see *Synchronising the Beacon PDT*), the PDT stocktake can be found via *Tools > Symbol MC3000 > Stocktake*

This will display the items entered in the PDT stocktake. The User should review, and change any values necessary. The PDT stocktake will allow for items sold during the stock take.

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PDA Stocktake

Stock Item	Counted	Sales	SOH (Count)	SOH (File)	Variance	Average Cr
020589 Coke Vanilla 600ML	120	0	120	25	95	\$1.1113
00041 **Gatorade Watermelon Chl 600ml	Not Counted	0	0	0	0	\$0.0000
00893 **Mountain Dew 600ml	Not Counted	0	0	0	0	\$1.2200
01210 Schw 600ML Pepsi	Not Counted	0	238	238	0	\$1.326
04006 S/Valley Orange 375ml	Not Counted	0	0	0	0	\$1.1600
04044 S/Valley Apple Juice 375ml	Not Counted	0	0	0	0	\$1.1600
16122 Schw 12 Pack Pepsi MAX Cans	Not Counted	0	4	4	0	\$5.6400
21517 Coke Diet/Van 600ML	Not Counted	0	0	0	0	\$1.2600
54950 Berri Kymeton Lemon 600ml	Not Counted	0	75	75	0	\$0.929
000292 **Bickfords 1.5L Water	Not Counted	0	0	0	0	\$0.8700
000400 **Sole Defence 350ML	Not Counted	0	0	0	0	\$1.7200
000404 Aussie Pops Orange	Not Counted	0	0	0	0	\$0.7200
000435 Aussie Pops 250ML Lime	Not Counted	0	0	0	0	\$0.7188
000473 Schw 12 Pack Pepsi Cans	Not Counted	0	7	7	0	\$4.867
000509 Solis Lemon & Green TEA	Not Counted	0	0	0	0	\$1.8900
000750 Ribena 500ML	Not Counted	0	0	0	0	\$1.2600
000848 Pepsi Light 600ml	Not Counted	0	67	67	0	\$1.328
000856 S/Valley Twist Lemon 600ml	Not Counted	0	0	0	0	\$1.5200
000863 S/Valley Twist Mandarin 600ml	Not Counted	0	0	0	0	\$1.5200
000879 S/VALLEY Twist Lime 600ML	Not Counted	0	0	0	0	\$1.5200
001007 Coke 2LT	Not Counted	0	416	416	0	\$1.684
001038 Red EYE Energy Drink	Not Counted	0	0	0	0	\$1.7600
001041 Nudie Or/Carrot & Ginger 250ml	Not Counted	0	0	0	0	\$1.8000
001069 Red EYE Energy Drink	Not Counted	0	0	0	0	\$1.7600
001104 Schw 375ML Pepsi Can	Not Counted	0	11	11	0	\$0.4000
001113 Coke 1.25L	Not Counted	0	529	529	0	\$1.884

NB: Sales column shows sales of the item that have occurred after the date / time that item was counted in the stocktake. If you click in this column however, you will see ALL of the sales for this item that occurred on or after the date of the stocktake.

SOH (Count) is the counted value less the number of items sold since it was counted.

* in average cost column denotes last cost and ^ denotes a user-entered cost.

Save Work Variance Rpt Not Counted Item Rpt Void Stocktake Update Cancel

Last Operation: Stock Item Enquiry

Press F1 to find out why the Ok button is disabled

NUM

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The screenshot shows the 'Report Viewer' window. It displays a table with the following data:

ID	Name	Age	Gender	Address	City	State	Country	Zip	Phone
1	John	25	Male	123 Main St	New York	NY	USA	10001	212-555-1234
2	Jane	30	Female	456 Elm St	Los Angeles	CA	USA	90001	310-555-5678
3	Mike	22	Male	789 Oak St	Chicago	IL	USA	60601	312-555-9012
4	Sarah	28	Female	101 Pine St	Houston	TX	USA	77001	713-555-3456
5	David	35	Male	202 Maple St	Phoenix	AZ	USA	85001	602-555-7890
6	Emily	20	Female	303 Cedar St	Philadelphia	PA	USA	19101	215-555-2345
7	Robert	40	Male	404 Birch St	San Antonio	TX	USA	78101	214-555-6789
8	Lisa	27	Female	505 Spruce St	San Diego	CA	USA	92101	619-555-0123
9	James	32	Male	606 Willow St	Dallas	TX	USA	75201	214-555-4567
10	Amanda	24	Female	707 Ash St	San Jose	CA	USA	95101	408-555-8901

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To finalise the stock take Select the UPDATE button

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PDA Stocktake

Stock Item	Counted	Sales	SOH (Count)	SOH (File)	Variance	Average Cr
020599 Coke Vanilla 600ML	120	0	120	25	95	\$1.1113
00041 **Gatorade Watermelon Chill 600ml	Not Counted	0	0	0	0	\$0.0000
00893 **Mountain Dew 600ml	Not Counted	0	0	0	0	\$1.2200
01210 Schw 600ML Pepsi	Not Counted	0	238	238	0	\$1.326
04006 S/Valley Orange 375ml	Not Counted	0	0	0	0	\$1.1600
04044 S/Valley Apple Juice 375ml	Not Counted	0	0	0	0	\$1.1600
16122 Schw 12 Pack Pepsi MAX Cans	Not Counted	0	4	4	0	\$5.4400
21517 Coke Diet/Van 600ML	Not Counted	0	0	0	0	\$1.2600
54950 Berri Kymetson Lemon 600ml	Not Counted	0	75	75	0	\$0.929
000292 **Bickfords 1.5L Water	Not Counted	0	0	0	0	\$0.8700
000400 **Solis Defence 350ML	Not Counted	0	0	0	0	\$1.7200
000404 Aussie Pops Orange	Not Counted	0	0	0	0	\$0.7200
000435 Aussie Pops 250ML Lime	Not Counted	0	0	0	0	\$0.7188
000473 Schw 12 Pack Pepsi Cans	Not Counted	0	7	7	0	\$4.867
000509 Solis Lemon & Green TEA	Not Counted	0	0	0	0	\$1.8900
000750 Ribena 500ML	Not Counted	0	0	0	0	\$1.2600
000848 Pepsi Light 600ml	Not Counted	0	67	67	0	\$1.328
000856 S/Valley Twist Lemon 600ml	Not Counted	0	0	0	0	\$1.5200
000863 S/Valley Twist Mandarin 600ml	Not Counted	0	0	0	0	\$1.5200
000879 S/Valley Twist Lime 600ML	Not Counted	0	0	0	0	\$1.5200
001007 Coke 2LT	Not Counted	0	416	416	0	\$1.684
001038 Red EYE Energy Drink	Not Counted	0	0	0	0	\$1.7600
001041 Nudie Or/Carrot & Ginger 250ml	Not Counted	0	0	0	0	\$1.8000
001069 Red EYE Energy Drink	Not Counted	0	0	0	0	\$1.7600
001104 Schw 375ML Pepsi Can	Not Counted	0	11	11	0	\$0.4000
001113 Cnke 1.25L	Not Counted	0	529	529	0	\$0.88

NB: Sales column shows sales of the item that have occurred after the date / time that item was counted in the stocktake. If you click in this column however, you will see ALL of the sales for this item that occurred on or after the date of the stocktake.

SOH (Count) is the counted value less the number of items sold since it was counted.

* In average cost column denotes last cost and ^ denotes a user-entered cost.

Save Work Variance Rpt Not Counted Item Rpt Void Stocktake **Update** Cancel

Last Operation: Stock Item Enquiry Press F1 to find out why the Ok button is disabled NUM

Active Windows
PDA Stocktake

Time... Message

Select All Deselect All Delete

Internet: Connected
Megalink: Connected
Inbox Processor: Active

Option 5. Write Off

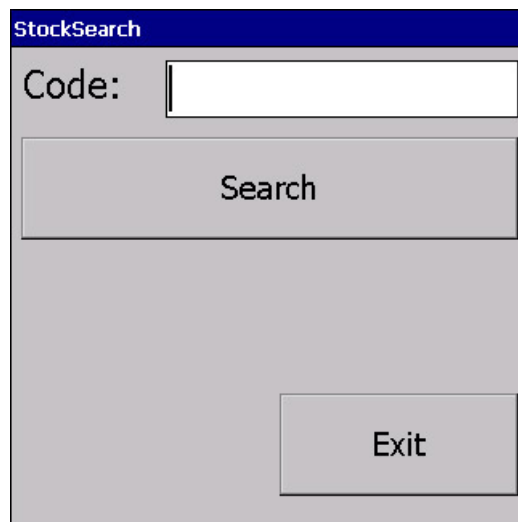
To use the Write Off module, press the *Write Off* button in the Main Menu.



The image shows the 'Beacon PDT Application' main menu. It has a dark blue header with the text 'Beacon PDT Application'. Below the header is a large grey button labeled 'Write Off'. Underneath this is the text 'Write off stock'. At the bottom, there are two smaller grey buttons side-by-side: 'Prev. Option' and 'Next Option'. Below these is a wide grey button labeled 'Sync Beacon PDT Utility'.

Write Off can be used to write-off any stock that may be out-of-code.

To commence writing off the stock into the Beacon PDT; scan a Stock item, enter the PLU number, or search by description.



The image shows the 'StockSearch' form. It has a dark blue header with the text 'StockSearch'. Below the header is a label 'Code:' followed by a white text input field. Underneath the input field is a wide grey button labeled 'Search'. At the bottom right of the form is a grey button labeled 'Exit'.

The stock-on-hand figure is shown under the **SOH:** section. To enter in the amount of stock that needs to be written off, enter a number in the **Qty:** section. A reason for the write off must also be selected, by clicking on the drop-down **Reason:** section.

If the User wishes to search for a different stock item instead, press *Cancel*. If the User wishes to write off this stock amount, press *Save*.

Write Off

COVER-TOW Ball Chrome

SOH: 0 Qty: 2

Reason: B - Broken

Exit

Cancel Save

If the User wishes to add more quantity for the same item later, scan the stock item, and correct the quantity to the correct amount.

Write Off

COVER-TOW Ball Chrome

SOH: 0 Qty: 2

Reason: B - Broken

Exit

Cancel Save

Write Off

COVER-TOW Ball Chrome

SOH: 0 Qty: 3

Reason: B - Broken

Previous: COVER-TOW Ball Chrome

Exit

Cancel Save

When the User has completed the Write Off, press Exit. This will take them to a summary screen of the Write offs entered during this current session. By pressing *View All Write Offs*, this will show the entire list of stock that has been entered for Stock Write Offs, across all sessions.

To return back to the last scanned item, press *View Current Write Offs*.

Current Write Offs		All Write Offs	
Stock Item	Qty	Stock Item	Qty
C/COLA 2L	3	C/COLA 2L	3
		Coke Promotional Towel	50
View All Write Offs		View Current Write Offs	
Previous	Next	Previous	Next
Confirm	Cancel W/Off	Confirm	Cancel W/Off

If the User presses the *Cancel W/Off button*, this will cancel all written off stock entered during all write off sessions.

Cancel Write Off?

Are you sure you want to cancel this write off stock? Clicking 'Yes' will cancel all current write off stocks that were previously listed!

Yes

No

Pressing *Confirm* will save the information and exit to the main menu.

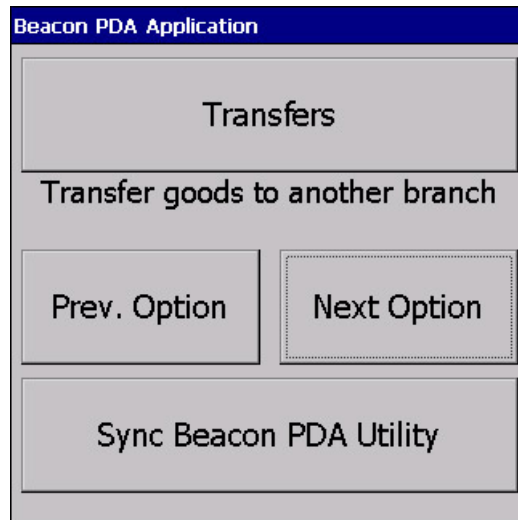
* * *

After synchronising the PDT (see [Synchronising the Beacon PDT](#)), the PDT Write Offs can be found via *Data Entry > Write Off Stock*.

From there, a single GL code must be selected to write off the items to.

Option 6. Transfers

To use the Transfers module, press the *Transfers* button in the Main Menu.



Transfers can be used to transfer any stock from one branch (source) to another branch (destination), in a multi-site operation.

To commence transferring stock from the source branch via the Beacon PDT, firstly, select the intended destination branch.



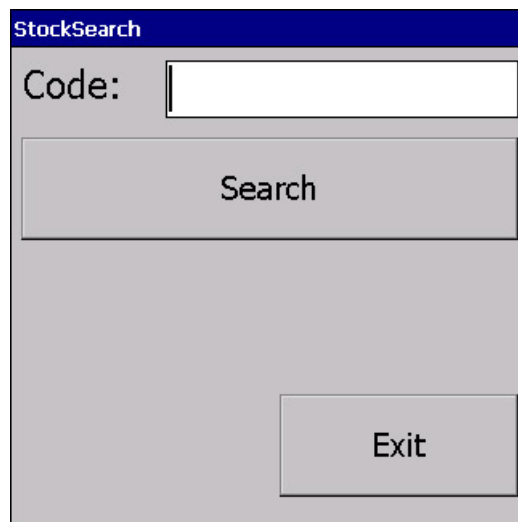
Secondly, the next screen will ask for the following details:

- **Reference:** - A reference used for the transfer, for e.g. Transfer code, description, etc.
- **Date:** - The Transfer date.



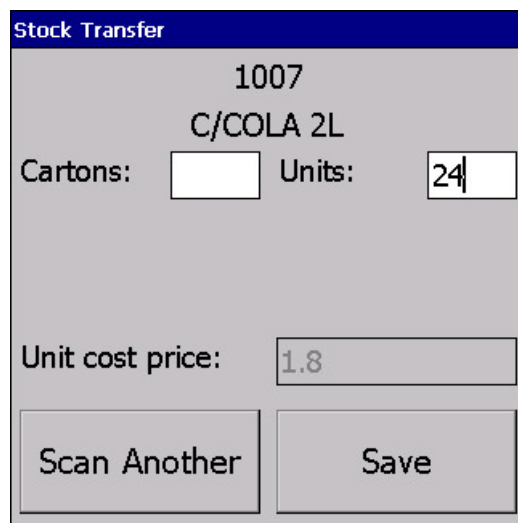
The 'Stock Transfer' screen has a blue header bar with the title 'Stock Transfer'. Below the header, there are two input fields. The first is labeled 'Reference:' with a small italicized note '* (Optional)' below it; the text 'coke 2L' is entered in the field. The second is labeled 'Date:' and shows 'Sat , 01/01/C' with a dropdown arrow. At the bottom of the screen are two buttons: 'OK' on the left and 'Exit' on the right.

Thirdly, scan a Stock item, enter the PLU number, or search by description.



The 'StockSearch' screen has a blue header bar with the title 'StockSearch'. Below the header, there is a label 'Code:' followed by an empty text input field. Below the input field is a large rectangular button labeled 'Search'. At the bottom right of the screen is a button labeled 'Exit'.

The stock-on-hand figure is shown under the **SOH:** section. To enter in the amount of stock that needs to be written off, enter a number in the **Quantity:** section. If the User wishes to search for a different stock item instead, press *Cancel*. If the User wishes to write off this stock amount, press *Save*.



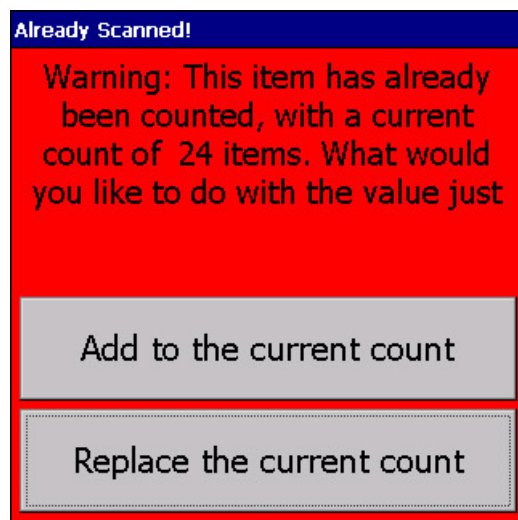
A screenshot of a 'Stock Transfer' dialog box. The title bar is blue with the text 'Stock Transfer'. The background is light gray. At the top, the text '1007' and 'C/COLA 2L' are displayed. Below this, there are two input fields: 'Cartons:' followed by an empty white box, and 'Units:' followed by a white box containing the number '24'. Further down, there is a label 'Unit cost price:' followed by a white box containing the number '1.8'. At the bottom, there are two buttons: 'Scan Another' on the left and 'Save' on the right.

If the Stock item is entered into the Transfer on more than one occasion, a message will appear saying that the item has already been included in this Transfer.

However, there are two choices:

- **Add to the current count** This adds to the overall Stock count.
- OR
- **Replace the current count** This replaces the overall Stock count with a new Overall Count.

(This allows the User to correct a previously entered count)



A screenshot of an 'Already Scanned!' warning dialog box. The title bar is blue with the text 'Already Scanned!'. The background is red. The text inside reads: 'Warning: This item has already been counted, with a current count of 24 items. What would you like to do with the value just'. Below the text, there are two buttons: 'Add to the current count' and 'Replace the current count'.

When the User has completed the Transfer, press Exit. This will take them to a summary screen of the Transfers entered during this current session.

Transfer Summary	
Ref: coke 2L	
<u>Qty</u>	<u>Stock Item</u>
24	1007 C/COLA 2L
50	992007 Coke Promotional
Previous	Next
Resume	Exit Transfer

By pressing *Exit Transfer*, this will save the information and exit to the main menu.

* * *

After synchronising the PDT (see [Synchronising the Beacon PDT](#)), the PDT Transfers can be found via *Stock > Stock Transfers*.